



"People  
helping people  
help  
themselves"

Mitchell E. Daniels, Jr., Governor  
State of Indiana

**DIVISION OF DISABILITY & REHABILITATIVE SERVICES**  
402 W. Washington Street, P.O. Box 7083  
Indianapolis, IN 46207-7083  
1-800-545-7763

**To:** Providers and Individuals/Organizations Interested in Becoming  
a BDDS Service Provider

**From:** Arnetta Jackson, Director of Provider Relations Division of Disability &  
Rehabilitative Services, Bureau of Developmental Disabilities Services

**Date:** February 9, 2009

**Event:** **BDDS New Provider Orientation**

The Division of Disability & Rehabilitative Services (DDRS) invites individuals and agencies interested in becoming certified as a provider for the Bureau of Developmental Disabilities Service (BDDS) to attend the next New Provider Orientation at the Indiana Government Center Complex (IGC) in downtown Indianapolis.

**Event Date:** Tuesday, March 3, 2009

**Registration:** 8:30 a.m. (Valid Driver's License, State Issued Photo ID, or US Passport Required)

**Orientation:** 9:00 a.m. to 4:00 p.m.

**Location:** Indiana Government Center South, Auditorium (1st Floor)  
402 W. Washington St., Indianapolis, IN 46207

**Parking:** Parking is available nearby at the Eiteljorg Museum garage (\$10+/day), The Marriott (\$19+/day) and various Circle Centre Mall garages (\$12+ for 6-12 hours).

*Parking fees listed as a courtesy and are subject to change.*

**Entrance:** Public entrance to Indiana Government Center South, 302 W. Washington St.



**Approval for the Following BDDS Services:**

Adult Day Service, Adult Foster Care, Behavioral Support Services, Community Transition Services, Day Services, Environmental Modifications, Family and Caregiver Training Services, Music Therapy, Occupational Therapy Services, Personal Emergency Response System Supports, Physical Therapy Services, Recreational Therapy Services, Rent and Food for Unrelated Live-in Caregiver Supports, Residential Habilitation and Support Services, Respite Services, Specialized Medical Equipment and Supplies, Speech-Language Therapy Services and Therapy Services.

**Reservations Are Required:**

Seating is limited to two (2) persons per agency/organization. Reservations must be made online at <https://ddrsprovider.fssa.in.gov/Events/Default.aspx>.

To register for this event:

1. Click on BDDS New Provider Orientation
2. Click Event List on the left navigation bar
3. Click Register and fill out all fields of the registration form (*ALL fields are required*)

**Please Note:** As of January 1, 2009 all Day Services (formerly known collectively as 'DAYS') consists of Community Habilitation (Individual), Community Habilitation (Group), Facility Habilitation (Individual), Facility Habilitation (Group), Pre-Vocational Services, and Supported Employment Follow-Along.

- Providers of these services prior to Annual Plan resume their previous approval status.
- Providers approved for 'DAYS' under Annual Plan (November 2005 to December 2008) must request approval for each service individually.

**This orientation session is only for those wishing to become a BDDS new provider.** If you are currently approved as a BDDS provider and are interested in adding specific Day Services or other additional services, please contact Provider Relations by E-mail at: [BDDSPROVIDER@FSSA.IN.GOV](mailto:BDDSPROVIDER@FSSA.IN.GOV).

**Access to IGC North and South:**

The public entrance to IGC South is located at 302 W. Washington St. Plan to arrive a few minutes early to allow time to pass through security. Building visitors are required to pass through metal detectors, and all bags and packages are x-rayed and may be subject to further inspection. Those with pacemakers, defibrillators or other medical devices need to notify the Capitol Police officers staffing the entrance so that a search can be conducted with a hand-held metal detector.

**Please Review the Following Information Prior to Attending the Orientation:**

- 1) [BDDS New Provider Certification Flow Chart](#) (PDF)
- 2) [Home & Community Based Waiver Service Manual](#) (PDF)
- 3) [RHS Rates, Definitions and FAQ](#) (PDF)
- 4) [IAC 460 Rule 6](#) (PDF)

This information can be retrieved from the BDDS New Provider Enrollment Process web pages at: <http://www.in.gov/fssa/ddrs/2644.htm>

**2009 Orientation Sessions:**

BDDS New Provider Orientations are offered quarterly. Upcoming sessions are tentatively scheduled for March 3, June 2, September 1, and December 1, 2009. Please check DDRS bulletin listings for updates: <http://www.in.gov/fssa/ddrs/3350.htm>.

Thank you.

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